

## MICHIGAN BARBER INSTRUCTOR LICENSING GUIDE

### LICENSURE REQUIREMENTS CHECKLIST

(Listed below are the minimum requirements needed to obtain a barber instructor license.)

#### APPLICATION AND FEES

- ☐ Online Application for a Barber Instructor License - Complete all fields, answer all questions and upload any supporting documentation. Online application can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- ☐ Application Fee + 2 year license fee: (Must be paid by Visa, Mastercard, or Discover credit or debit card) Barber Instructor by Exam or Reciprocity \$100.00

#### THE FOLLOWING REQUIREMENTS APPLY TO ALL APPLICANTS

- ☐ Good Moral Character Question – I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license.
- ☐ Social Security Number (SSN) – An individual applying for licensure is required to provide his or her social security number at the time of application. If exempt under law from obtaining a SSN or do not have a SSN, the SSN affidavit form will be required to be uploaded at the time the application is submitted.
- ☐ Have graduated from high school or have an equivalent education as approved by the department.
- ☐ Actively licensed as a barber with not less than 2 years of experience.
- ☐ Have passed the Theory Exam. For exam related questions or to schedule your exam, contact PSI at [www.psiexams.com](http://www.psiexams.com) or by calling 800-733-9267.
- ☐ If requesting a fee waiver as an individual who served in the armed forces – Form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service.

#### ADDITIONAL REQUIREMENTS FOR LICENSURE BY RECIPROCITY

- ☐ Verification of Licensure – If licensed in another state, jurisdiction, or country verification of licensure to be submitted directly to this office by the licensing agency of any state, jurisdiction, or country in which you hold a current barber license and barber instructor license or ever held a barber or barber instructor license or verification of completion of 1800 hours of barber school training. Verification can be emailed to [bpldata@michigan.gov](mailto:bpldata@michigan.gov) or mailed to Bureau of Professional Licensing PO Box 30670 Lansing, MI 48909.

## RENEWAL REQUIREMENTS CHECKLIST

- ☐ Online Application for Barber Instructor Renewal – Can be completed by visiting [www.michigan.gov/miplus](http://www.michigan.gov/miplus)
- ☐ Renewal Application Fee: \$80.00 (Must be paid by Visa, Mastercard, or Discover credit or debit card)
- ☐ Renewal Cycle 2 years
- ☐ Accept Renewal Attestation

## HELPFUL RESOURCES AND FORMS

- ☐ By visiting [www.michigan.gov/occupationallicense](http://www.michigan.gov/occupationallicense) and clicking on the barbers link you can access the following helpful resources and forms:

Resources:

- ☐ Occupational Code
- ☐ Administrative Rules for Barbers